

Minutes
Developmental Disabilities Resource Board of Directors

Board Owned Property Committee Meeting

June 28, 2016

The **Board Owned Property Committee** met on June 28, 2016 at 5:30 pm at the DDRB office. Present at the meeting were Alan Naylor, Rick White, Steve Elliott and Sonja Bennett. The meeting was called to order by the Committee Chairman, Alan Naylor.

The first item of business was the **drain at Hampton House**. Alan reported that Greg Kincaid had contacted him and has a bid from Mitch's Plumbing for \$2000, if he does everything. If Greg and his crew remove the cabinets, the bid is \$1500. Ready Services, who scoped the drain, wants \$3300-\$3600 to do the work. Razor Rooter quoted \$1500, if Gregg would remove the cabinets. Greg has used Mitch's Plumbing and would prefer to use them all bids being equal. Alan suggested we recommend \$1600 and use Mitch's Plumbing for the work. This was moved and seconded with a unanimous vote of those present and will be presented to the Board for approval.

The second item for discussion was the **Ridgeway House patio repair**. Alan presented a bids from Dan Meade Concrete for \$4950 and Atlas Landscape for \$8750. The difference is that Dan Meade will do it in concrete and Atlas wants to do it in paver blocks. We are waiting for a couple of more bids. A discussion was had over the pros and cons of paver blocks versus concrete.

The **New Group Home** – Alan reported that he had reviewed the plans with Barbara Griggs and incorporated her ideas of exiting the dining room with a patio door and house the office separate from the laundry room enabling the medicine storage cabinet to be in an area with less heat and moisture. Plan A is the better plan for this option. The wrap around Kitchen in Plan A seemed better to Greg. Barbara feels we need and 5x5 roll in shower rather than a 3x5. She also discussed standard double sash windows, large size, low to the ground for exit purposes and argon gas windows. Alan forwarded these ideas to Generator Studios and he replied that he thought these were all good ideas and he could incorporate them in the plan and return to Alan as a conclusion to the first phase of the project.

Fire and Security Alarm Systems have been checked and passed with the reports filed. Red Force Fire Extinguisher has recommended that we have additional fire extinguishers to be in compliance in current rulings. It was requested that Sonja check with them to make sure there is no issue ingress / egress with the units being mounted on the outside of the walls as opposed to imbedded in the walls. The recommendation is to add 10 additional fire extinguishers at

strategic locations throughout the building at \$980. 50. The committee recommends and approves this to be presented to the board for approval.

Video Monitor for the security system is currently housed in the maintenance closet. Tec-Larm has presented a bid to move the monitor it to the Receptionist area of \$573. The Committee has requested that we have Justin Noel to quote moving the monitor since we are having him do our other IT work. The board would also like to have an additional monitor placed in the office of the DDRB Administrative Director if the cost is not prohibitive. The Committee approved the cost of \$575 to have this done with Justin Noel as the preferred provider if cost is the same.

The **Board Owned Property inspections** will be date will be on July 11, 2016. The inspections take most of the day. Sonja will confirm the date with Jason.

Repairs and Maintenance to 920 Kent –

Miscellaneous Repairs - \$900

Black Cabinet – White Board

Door to Roosevelt Room

Window Lock for Receptionist Window

Entry Wall Repair

Floor Trim in Hallway

Door Sweeps

Purchase and Install Racks in Storage Room - \$1325

The committee approved these expenditures and will recommend approval of the board.

Humidity Issue the second hallway and offices on the south side of the building are creating problems with the electronic equipment as well as mold and mildew in some of the offices. Climate Control will be here tomorrow and have the HVAC checked. Rick and Alan both feel that it is an issue with the HVAC system and they should check all issues related to this. If they feel it is a roof issue, then they need to let us know.

Roof Leak - Sonja did mention that there is water leak damage in Anita's office. Alan will follow up on this issue.

Flower Pots – the committee approved the request to purchase two (2) decorative flower pots for a cost of \$180 and will recommend this to the board for approval. These will be purchased from CHS Workshop in Sedalia. Will roll this amount into the **Miscellaneous Repairs – Not to Exceed \$1200.**

Lawn and Tree Care: There are several issues relative to the lawn, shrub and tree care that need to be addressed. Chris' Lawn and Landscape, our current service provider, has addressed each of these issues and the total estimated cost is \$3177. This does not include addressing the

issue of the bug destroying all of the pine trees on the property. The Committee requested two additional bids for these services.

Concerned Care has requested a line item transfer of funds to purchase a lawn mower. They have provided three (3) bids for the mower. Steve suggested she purchase the mower with her current. If she encounters an issue later this year then we can address it at that time. The Committee was in favor of this recommendation.

Orkin Pest Control Contract - New contract to replace (two) existing contracts. Same service with a reduction in cost from \$127 per month to \$100 per month. The Committee agreed and will recommend signing the new contract to the Board for signature by Heath Roberts.

Sherwood House Mowing, the owners of the property adjacent to the Sherwood House have a concern that Greg is mowing their property. Alan has requested that Greg discontinue mowing the Logan's property. The Logan's also mentioned that they might be interested in selling the property to DDRB if we were interested. The Committee agreed that we would be interested and Alan will pursue with Mr. Logan.

With no further business the Board Owned Property Committee meeting was adjourned at 6:00pm.

Respectfully submitted: Sonja Bennett
July 5, 2016